

## ***CITY OF RENTON***

### ***TEMPORARY USE OF CITY RIGHT-OF-WAY FOR THE PURPOSE OF CONDUCTING A SPECIAL EVENT CHECKLIST***

Applicant shall provide the following:

1. A fully completed "Application For Temporary Use Of City Right-Of-Way For The Purpose Of Conducting A Special Event."
2. A sketch or map clearly illustrating the location of the proposed event and the City right(s)-of-way affected. Be sure to also fill out the section of the application asking for a written description.
3. A certificate specifically naming the City of Renton as a primary and non-contributory additional insured party under the event sponsor's general liability insurance policy (minimum \$1,000,000), along with a copy of the endorsement page from the policy, also naming the City of Renton as a primary and non-contributory additional insured.

If the event sponsor is unable to provide liability insurance coverage, please contact the City of Renton Human Resources & Risk Management Department at 425-430-7650 to inquire about purchasing coverage through the City's insurance provider. Please allow two to three weeks processing time to secure coverage through the City's provider.

**To allow adequate time for processing, please return the completed application and sketch or map at least 21 days prior to the date of the event** to the address or fax number shown below.

The insurance certificate and endorsement should be submitted at least 14 days prior to the date of the event, to the same address or fax number.

***City of Renton  
Community Services Department  
1055 South Grady Way  
Renton, WA 98057  
425-430-6624 ph  
425-430-6603 fax***

**CITY OF RENTON**  
**APPLICATION FOR TEMPORARY USE OF CITY RIGHT-OF-WAY**  
**FOR THE PURPOSE OF CONDUCTING A SPECIAL EVENT**

EVENT: \_\_\_\_\_

SPONSOR ORGANIZATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF PERSON RESPONSIBLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX #: \_\_\_\_\_ Email: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ TIME OF DAY: \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

EXPECTED # OF PARTICIPANTS \_\_\_\_\_ SPECTATORS \_\_\_\_\_

Describe in detail the location of the City right-of-way proposed for use, and attach a map/sketch.

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What is the nature and purpose of the event?

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This is a: profit ☐ non-profit ☐ event. (check one)

If profit-oriented, how will the proceeds be used?

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Indicate level of supervision to be provided by sponsor for traffic and crowd control as well as clean-up activities.

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Will parking be provided by sponsor? Where?

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Will City assistance be required to conduct this event, such as personnel, materials, and/or equipment? If yes, describe assistance being requested.

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A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the City of Renton as a primary and non-contributory additional insured under the sponsor's general liability insurance policy, are required. Will the applicant be able to provide these documents?

Yes ☐ No ☐

By signing this form, the applicant certifies authorization to act on behalf of the sponsor and hereby releases the City of Renton from any and all liability for, and agrees to indemnify and save the City harmless from, any and all injuries to persons, property or otherwise, and from any claims whatsoever in any manner arising out of the use of City property for the purpose specified above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date